# Western Sydney Region RTO



**Assessment Package**

**Package Overview for Assessors**

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| --- | --- | --- |
| **Package Number**  **Package Title** |  | |
| **Training Package** | Business Services (BSB07) | |
| **Unit(s) /Elements to be assessed by this package:** |  | |
| **Package contents and information for assessors** | **Pages** | The Assessment Notice includes the task description and is provided to students.  Also provided to students is Kylie Adams’ memo and minutes of meeting proforma |
|  | **Pages** |  |
|  | **Page** | The **Assessment feedback sheet** should be completed by the assessor and provided to the student when all aspects of the task have been completed and additional verbal feedback and opportunities for re- assessment if necessary discussed. |
| Suggestions for Carrying Out Task |  |  |
| **Equipment and/or resources required** |  | Equipment/Resources Required  * files   The team will need to access appropriate reference materials. Suggested references include:   * Dwyer, Judith, *The Business Communication Handbook*, Fifth Edition, * Prentice Hall, Sydney * Johnson Sharon, *You, Your Team and Your Customers*, Tertiary Press, Melbourne * Horsfall, Margaret, Cairns Shirley, *Office Skills A Practical Approach*, Irwin/McGraw-Hill, Sydney * Kerr, Nettie, Yates, Barbara, *Developing Office Skills,* Longman, Sydney * Nicholas, Nicholas, *Up front the Receptionist*, Tertiary Press, Melbourne |
| **Other comments** |  | Note – If your school does not have a copy of the *Swaggies* CD, contact your vocational education consultant and one will be sent to the school |

# Western Sydney Region

# Vocational Education and Training

### Assessment Notice

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| --- | --- |
| **VET Framework:** Business Services | |
| **Assessor / Teacher:** | |
| **Unit of competency** | |
| **Date task given: Date due:** |

|  |
| --- |
| **Task Description:** |



Reflection/ Assessment Sheet for Student and Assessor

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| --- | --- |
| **Candidate name:** |  |
| **Unit:** |  |
| **Assessor / Teacher:** |  |

| **During this task,**  *( insert a tick for ‘yes’, cross for ‘no’,* | | **Student** | **Assessor** |
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| **Feedback to candidate** | | | |
| General comments, strengths or improvements needed: | | | |
| **Assessor signature:** |  | **Date:** |  |

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# Vocational Education and Training

**Assessment Feedback**

|  |  |
| --- | --- |
| **VET Framework:** | |
| **Assessor / Teacher:** | |
| **Unit of competency** | |
| **Practical Date :** |

**Overall Result**

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| --- | --- | --- |
| **Unit Code** | **Elements of Competency** | **Competent/Not Yet Competent** |
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| **Assessor / Teacher Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: . |
| **Student Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: |